



**Tennessee Department of Environment and Conservation  
Grants Program Manager, Office of Energy Programs (OEP)  
Annual Salary Range: \$44,076 – \$70,524  
Salary to be based upon qualifications & experience**

**About the Tennessee Department of Environment and Conservation (TDEC)**

The Department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Managing the system of 56 Tennessee State Parks and 82 Natural Areas.

TDEC has 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal grants, and state general fund appropriations. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

The Office of Energy Programs (OEP), which joined TDEC in January 2013, functions as the federally-funded State Energy Office for Tennessee. In this role, OEP is the recipient of annual formula funding under the U.S. Department of Energy's (DOE) State Energy Program (SEP). Through this DOE program, state energy offices address long-term national goals to:

- Increase the energy efficiency of the U.S. economy.
- Reduce energy costs.
- Improve the reliability of electricity, fuel, and energy services delivery.
- Develop alternative and renewable energy resources.
- Promote economic growth with improved environmental quality.
- Reduce our reliance on imported oil.

**Summary of Position:**

This Grants Program Manager will serve as Principal Investigator and Project Manager for OEP's 2013 State Energy Program Competitive Award and will report to the OEP Director. General responsibilities will entail management of the project team and stakeholders, monitoring subrecipient performance and financial compliance with State and federal

regulations, and participation in community education and outreach activities, such as development of marketing collateral and attending meetings and workshops with leaders of local jurisdictions and public housing authorities.

The period of performance for this grant is February 1, 2014 – January 31, 2016. OEP intends to request a no-cost extension through June 30, 2016, but such an extension is not guaranteed. Throughout the period of performance, the successful candidate can expect to dedicate approximately 50% of time to this project. The Grants Program Manager will also assist with and execute special projects as requested by the OEP Director.

*Applicants should note that this position is temporary in nature and may be terminated at the end of the period of performance for this grant.*

### **Principal Duties and Responsibilities**

#### **Program Management:**

- Provide general oversight and direction to the project team and vendors. This includes conducting regular meetings, teleconferences, and other communications to ensure that tasks are being performed with respect to the project's scope, timelines, and budget and in accordance with the terms of subrecipient's contract with TDEC's OEP.
- Oversee planning and organization efforts by project team, including stakeholder alignment, development of an outreach and communications campaign, data management planning, and tracking financing initiatives.
- Coordinate project stakeholder meetings and events, including a "kick-off" meeting with project team, cost share partners, and other stakeholders.
- Oversee coordination and tracking of contributions of cost share partners: Metro Nashville and Davidson County, Memphis and Shelby County Office of Sustainability, City of Franklin, and City of Knoxville.
- Conduct performance and financial reporting to the OEP Director, DOE, and other entities as required.
- Ensure DOE award and State contract provisions are complied with at the OEP, subrecipient, and vendor levels.
- Ensure State and federal laws, regulations, DOE guidance, and DOE Special Terms & Conditions are complied with at the OEP, subrecipient, and vendor levels.

#### **Monitoring:**

- Perform review of subrecipient performance reporting, including monthly and/or quarterly reports, documents related to all deliverables as outlined in the Statement of Project Objectives, and other reports as required or requested by the Director of OEP and/or DOE.
- Perform review of subrecipient financial reporting, including invoices and supporting documentation evidencing allowable, reasonable, and allocable expenditures as required by State and federal rules and regulations.

**Stakeholder/Community Engagement:**

- Participate in initial education and outreach meetings and workshops with local officials, such as city/county executives and public housing authority personnel.
- Participate in technical assistance and outreach activities as needed.
- Day and overnight travel will be required.

**Knowledge, Skills and Abilities**

- A familiarity with State and federal rules and regulations with emphasis on federal government grants/projects and experience.
- Superior project management and grant writing skills.
- Ability to work with individuals with diverse levels of expertise.
- Exceptional oral, written, and presentation skills and the ability to effectively and concisely translate complex energy-related financial and non-financial concepts and results to individuals at all levels and backgrounds.
- A commitment to the mission of the organization and dedication to results.
- Effective interpersonal skills dealing with people at various levels within the organization as well as external stakeholders.
- High energy capacity and bias for action; Adaptability and resilience.
- Proficiency in Microsoft Word, Excel, and PowerPoint applications.

**Education / Experience**

- Bachelor's degree required. Master's degree in related fields or Doctor of Jurisprudence preferred. 5 years of experience in a project management capacity preferred. Government contracting and grants/projects experience preferred.

All interested candidates should submit a resume, cover letter and a writing sample (maximum 5 typed pages) to Beth Smith, TDEC Director of Talent Management. Questions can be addressed to Beth Smith at (615) 253-5907 or [Beth.B.Smith@tn.gov](mailto:Beth.B.Smith@tn.gov).

**Beth Smith, Director of Talent Management**

Tennessee Department of Environment and Conservation

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TDEC is an AA/EEO/ADA employer.